



Policy for Use of Mobile phones and Cameras

Oxford Active is committed to ensuring the safety of children in its care. We recognise the importance of mobile phones for communication purposes, but are aware that casual or inappropriate use of mobile phones in the setting could pose a risk to children.

Setting phone

Each setting will have its own mobile phone, and this number will be given to parents/carers and others who may need to contact the setting. There may also be occasions when the Manager's personal phone is used as their work phone.

Staff personal mobile phones

Staff will not be permitted to use their personal mobile phones whilst working. They will be required to switch their personal mobile phones off or leave them in a safe place. Managers may carry their personal phones when they working but will only use them for essential work-related communication.

Where it is essential for staff to make or receive a personal call during a session, staff should seek permission from the Manager and do this in a separate area not used by children. Staff will not be permitted to take photographs using their phone at the setting. Any staff caught breaking these rules may be subject to disciplinary action.

Children

Children are asked not to bring mobile phones into the setting. If they do bring them, it will be at their own risk and they will not be permitted to use them during camp or club hours unless given permission and supervised by a member of staff.

Photographs

It is recognised that one of the key ways to support children's development, and engage parents in children's learning, is through photographs that record their children's activities and achievements. We will seek permission from parents/carers to take photographs of their children for this purpose, using the setting's own camera.

Staff's personal camera or video functions on mobile phones will not be used in the setting.